



## Michigan Supreme Court

Finance Department  
Michigan Hall of Justice  
P.O. Box 30052  
Lansing, Michigan 48909  
Phone (517) 373-0128

### MEMORANDUM

DATE: January 3, 2008

TO: Circuit Court Judges  
District Court Judges

FROM: Terry Anthony, Payroll Administrator

RE: W-2 Statements for Calendar Year 2007

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The W-2 statements issued by the Department of Management and Budget, Office of Financial Management, will be mailed to your home address. In order to insure proper delivery of your W-2, you can review/update your home address through the MI HR Self-Service <http://www.mi.gov/selfserv/>, or you may either e-mail your correct home address to me at [anthonyt@courts.mi.gov](mailto:anthonyt@courts.mi.gov) or contact me at 517-373-0369.

The W-2 file is expected to be created from the employee master record in the state of Michigan's payroll system as of January 10, 2008. W-2 statements are expected to be mailed **approximately** January 18, 2008.

You may also request duplicate W-2s (for up to five years) beginning February 21, 2008, by calling 517-373-6222, or sending a request via e-mail to [DMB-Payroll@michigan.gov](mailto:DMB-Payroll@michigan.gov). The following information is required to process your request:

- Name
- Social Security Number
- Current Address
- Daytime Telephone Number
- Year(s) Requested

Please do not hesitate to contact me with any questions or concerns.

